

## SAME HEADER AS RESUME

### Customer Service Cover Letter – No Experience

August 18, 2013

David Smith  
Hiring Manager  
ABC Company  
323 Some Street  
Houston, TX 54474

Dear Mr. Smith:

In response to your recent job posting for a customer service representative at ABC Company, I am submitting my resume for your consideration. I possess many transferable skills and abilities that will be an asset to your organization.

With a profound ability to think and act quickly, I offer you the following attributes which will be beneficial for ABC Company:

- Highly skilled in maintaining files, data entry, filing and faxing
- Able to handle reception area
- Great negotiation and business communication skills
- Through understanding of different departments' functions within an organization
- Well-versed in MS Office applications and databases

You are on the lookout for someone who is capable of handling angry customers in a fast-paced environment. I am a focused individual eager to manage the adverse situations calmly and go that extra mile to get the job done. The enclosed resume will provide you with the complete details of my capabilities.

I look forward to meeting with you at your convenience to talk about this Customer Service position with ABC company. I will contact you next week to schedule a meeting time or you can reach me at (911) 999-9999.

Thank you for your time and consideration,

(Signature)

Enclosure: resume